

# Board of Trustees

## Minutes

*Whaia te iti kahurangi – Strive for Success*

*The heart of learning in our thriving community*



**Date:** 7 November 2018

**Time:** 7pm

**Venue:** TWA, Greymouth High School

### Karakia and Welcome

*E te atua i runga rawa kia tau te rangimarie, te aroha  
Kia matau i tenei wa  
Manaaki mai ahwina mai ki te mahi tahi matou i roto  
I te wairua o kotahitanga mo nga tangata tae noa atu ki  
awarua*

*That which is above all else let your peace and love descend  
On us at this time so that we may all work together  
In the spirit of oneness on behalf of the people of the West Coast*

### Present

| Margaret Crawford (Chair) | Andy England (Principal) | Shannon Gordon | Martin McDonald (Staff Trustee) |  
Emily Speirs (Student Trustee) | Mel Sutherland |

### In Attendance

Monica Robbins |

**MOTION:** That Monica Robbins remains at the meeting to record proceedings. That the Board resumes in open meeting for agenda items for which the public have not been excluded.

Moved: Margaret Crawford

Seconded: Martin McDonald

### Prior Leave (to be confirmed/applied for)

Name | Nil

### Apologies

Name | Jenny Barrow (Deputy Chair), Tony Manuel, Joe Mason (Ngati Waewae)

| AGENDA   |                   |   |  |   | NOTES                                     |                   |                                |                                    |   |   |         |              |   |  |                |                           |         |              |                            |  |                |                           |  |
|--|-------------------|---|--|---|---|-------------------|--------------------------------|------------------------------------|---|---|---------|--------------|---|--|----------------|---------------------------|---------|--------------|----------------------------|--|----------------|---------------------------|--|
| <p>1. Updates to Interests Register -not withstanding that a board member may declare an interest at any late stage in the agenda (prior to taking part in the deliberation of a particular item) members may wish to disclose an interest now.</p>  |                   |   |  |   | Nil                                       |                   |                                |                                    |   |   |         |              |   |  |                |                           |         |              |                            |  |                |                           |  |
| <p>2. Resolution to Exclude the Public – Section 48, Local Government Official Information and Meetings Act 1987 (LGOIMA)</p> <p><b>MOTION:</b> <i>That the public be excluded from the following parts of the proceedings of this meeting.</i></p> <p>Moved: Mel Sutherland      Seconded: Martin McDonald</p> <table border="1"> <thead> <tr> <th>Agenda Item #</th><th>Minutes/report of</th><th>General subject of each matter</th><th>Reason for passing this resolution</th><th>Ground(s) under section 48(1) for passing of resolution</th><th>Particular interest or interest protected</th></tr> </thead> <tbody> <tr> <td>3 NAG 1</td><td>This Meeting</td><td>Principals Report stand downs and suspensions</td><td>Good reason to withhold existing under Section 7</td><td>Section 48(1)a</td><td>Protect individual rights</td></tr> <tr> <td>3 NAG 3</td><td>This Meeting</td><td>Principals Report staffing</td><td>Good reason to withhold existing under Section 7</td><td>Section 48(1)a</td><td>Protect individual rights</td></tr> </tbody> </table> <p><i>The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the local Government Official Information and Meetings Act 1987 for the passing of this resolution are as above:</i></p>   |                   |   |  |   | Agenda Item #                             | Minutes/report of | General subject of each matter | Reason for passing this resolution | Ground(s) under section 48(1) for passing of resolution | Particular interest or interest protected | 3 NAG 1 | This Meeting | Principals Report stand downs and suspensions | Good reason to withhold existing under Section 7 | Section 48(1)a | Protect individual rights | 3 NAG 3 | This Meeting | Principals Report staffing | Good reason to withhold existing under Section 7 | Section 48(1)a | Protect individual rights |  |
| Agenda Item #  | Minutes/report of | General subject of each matter                | Reason for passing this resolution               | Ground(s) under section 48(1) for passing of resolution | Particular interest or interest protected |                   |                                |                                    |   |   |         |              |   |  |                |                           |         |              |                            |  |                |                           |  |
| 3 NAG 1  | This Meeting      | Principals Report stand downs and suspensions | Good reason to withhold existing under Section 7 | Section 48(1)a  | Protect individual rights                 |                   |                                |                                    |   |   |         |              |   |  |                |                           |         |              |                            |  |                |                           |  |
| 3 NAG 3  | This Meeting      | Principals Report staffing                    | Good reason to withhold existing under Section 7 | Section 48(1)a  | Protect individual rights                 |                   |                                |                                    |   |   |         |              |   |  |                |                           |         |              |                            |  |                |                           |  |
| <p><b>3. Principal's Report</b></p> <p><b>3.1 NCEA Achievement reporting &amp; discussion</b></p> <p>There is improvement in the data but it is still difficult to give a predictive statement on how things will finish up. Not all data is entered yet but only one class is raising significant concerns re assessment issues. Andy has spoken to the teachers concerned and expects the situation to improve in the next few weeks. A range of students are utilizing study time / tutoring so there will be a push for more credits here.</p> <p>Level 2 / Level 3 Maori student stats are concerning but there are low actual numbers of students in these levels so the percentage figures could change if a couple of students gain more credits e.g. Whenua Iti students.</p> <p>Attendance Data – the data was quite surprising in comparison to other schools in the nationwide survey. Grey High is in a reasonably good space with a marked improvement from Year 10 students. Andy attributed this to hard work from Lara Thompson (Year 10 Dean) and Martin McDonald (year 9 Dean), offering strong support to these students.</p> <p><b>3.2 Strategic and Annual Planning process</b></p> <p>Middle and senior leaders will meet for a data / planning hui on 26 Nov.</p> <p><b>3.3 Open questions covering remainder of report</b></p> <ul style="list-style-type: none"> <li>Elaine to collect and update governance folders.</li> </ul> |                   |   |  |   |   |                   |                                |                                    |   |   |         |              |   |  |                |                           |         |              |                            |  |                |                           |  |

- Trades Academy Prizegiving was a great success with a large turnout. Tania is currently conducting interviews for the 2019 intake – she has more applicants than vacancies. Andy will put together a substantial advertisement for the New Zealand Herald which will be funded via the Trades Academy. The aim is to possibly improve recruitment and reflect positively on education on the West Coast, which may help other sectors with their recruitment challenges.
- Kati Wae Wae Education Strategy – Marg noted that this is a critical document as there are elements that are rich for learning and promoting the aspirations of Ngati Waewae.
- Health and Safety incident was dealt with immediately by builders, they have made appropriate changes.
- Learning Support Review was tabled at meeting by Andy with note that it has not yet been shared with SLT. To be discussed by them accordingly. Also need to give staff concerned a chance to read and come back with any questions / comments. The Board asked that thanks go to Annie Guerin, the author of this review for her time and expertise.

#### 4. External review: ERO

Andy has had discussions with ERO Team Coordinator, Kathy Lye, and felt that everyone was aligned with the same goals – our job is to identify what we can improve on . He worked through a draft timetable with Board members as there are several opportunities to meet with ERO.

An in-depth discussion was held around what Andy would like ERO to gain from these meetings – he considers the stable and experienced Board are one of Greymouth High's strengths. Board members revisited the improvements that have been implemented over the last three years.

#### 5. Finance and Property Report & Approval

**MOTION:** *The October Property & Finance minutes and the actions within are received and approved.*

*Moved: Marg Crawford Secoded: Martin McDonald*

#### 6. Compliance Reporting – including Regular & Emergent Review

##### 6.1 Policy Committee update & recommendations:

**Treaty of Waitangi Policy** – Andy and Jenny feel that while some work has been done around the policy more training is required to produce a thorough document. Mel suggested that there be a name change to Te Tiriti o Waitangi and the Board agreed to continue the amendments in 2019.

**Motion:** *That the Board do not change the Treaty of Waitangi Policy until further training has been completed, apart from bilingual references to the Treaty that are relevant. Moved: Mel Sutherland Secoded: Martin McDonald*

##### Curriculum Assessment Policy


**Motion:** *That the Board adopts the Curriculum Assessment Policy.*

*Moved: Mel Sutherland Secoded: Margaret Crawford*

| <p><b>Digital Safety Policy</b> - the Board is happy to use what has already been developed (by Netsafe).<br/>Andy to put out for consultation with Fusion and other agencies.</p> <p><b>Motion:</b> <i>That the Board adopts the Netsafe Online Safety Policy as a draft version to be put out for consultation. Moved: Margaret Crawford Seconded: Shannon Gordon.</i></p> <p><i>Note – Submissions Policy is to go on the next agenda.</i></p>   |   |           |           |                |                |   |                       |          |         |  |  |
|---|---|-----------|-----------|----------------|----------------|---|-----------------------|----------|---------|--|--|
| <p><b>7. In Committee Meeting</b><br/>8.1 Employment matters<br/>8.2 Stand Downs &amp; Suspensions<br/>8.3 Any other matters which justify being in committee as per section 2 above</p>  |   |           |           |                |                |   |                       |          |         |  |  |
| <b>AGENDA</b>   | <b>NOTES</b>  |           |           |                |                |   |                       |          |         |  |  |
| <p>8. Other business or late items for discussion/deliberation/decision</p> <p><b>8.1 Principal’s appraisal 2019</b></p> <p>The Board is looking to appoint a new appraiser for 2019 and Marg has a list of possible candidates - so far it is not encouraging but there is one option in the Nelson / Tasman area. Andy is happy to email some Canterbury principals to seek other recommendations.</p> <p>8.2 How can we best report to our community as a Board? <i>Carry this over to December meeting</i></p> <p>8.3 Follow up from Te Tiriti workshop: reflections</p> <ul style="list-style-type: none"><li>• Marg found the workshop really useful, Mel thought New Zealanders are now putting things in place to “right the wrongs” e.g. Education, Art, Resource Management Act etc. Shannon has already attended similar content workshop and while she enjoyed it she was still unsure if the Board were doing enough to uphold the Treaty of Waitangi.</li></ul> | <p>To be carried over to next meeting due to time constraints</p> |           |           |                |                |   |                       |          |         |  |  |
| <p>9. Previous Minutes Approval - Board 3 October 2018</p> <p><b>MOTION:</b> <i>The minutes including the in-committee minutes from the following meeting are confirmed as a true and correct record. Moved: Mel Sutherland Seconded: Shannon Gordon</i></p> <p>10.1 Matters arising from the previous minutes</p> <table border="1"><thead><tr><th>Item</th><th>Subject</th><th>Commenced</th><th>Status</th><th>Comment/update</th></tr></thead><tbody><tr><td>1</td><td>Dance EOTC - overseas</td><td>last BoT</td><td>ongoing</td><td></td></tr></tbody></table> <p>Any items confirmed as DONE to be removed from Matters Arising for the next Agenda.</p>   | Item  | Subject   | Commenced | Status         | Comment/update | 1 | Dance EOTC - overseas | last BoT | ongoing |  |  |
| Item  | Subject   | Commenced | Status    | Comment/update |                |   |                       |          |         |  |  |
| 1   | Dance EOTC - overseas   | last BoT  | ongoing   |                |                |   |                       |          |         |  |  |
| <p>10. Correspondence</p> <p>PPTA – Paid Union Meeting 23 November</p>  |   |           |           |                |                |   |                       |          |         |  |  |

|   |  |
|---|--|
| 11. Meeting Achievements – What have we done that has benefited our students?<br>Approved Policies as either draft or final, prep for ERO visit.  |  |
| 12. Meeting closure <b>9.20 pm</b><br><br>Next Ordinary General Meeting date/time/location<br>5 December 2018, 6pm, GHS Library ( <b>note change of time and venue – Xmas nibbles afterward</b> ) |  |
| 13.   |  |

**Signed and dated**

|                    |  |
|--------------------|--|
| <b>Chairperson</b> |  |
| <b>Date</b>        | 5/12/18  |